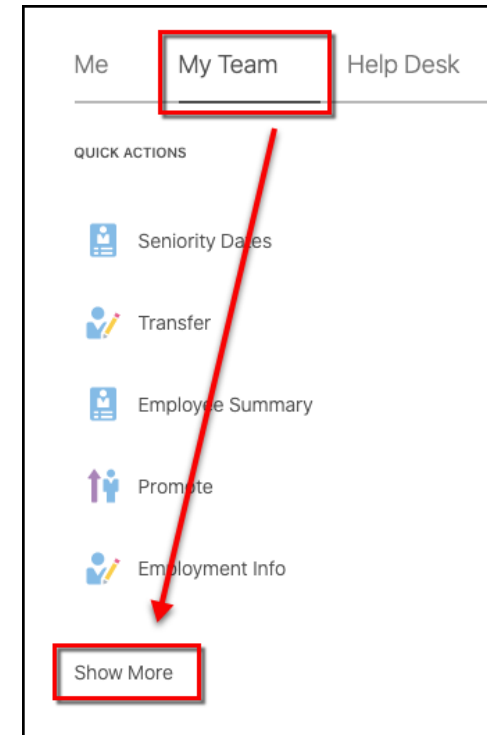
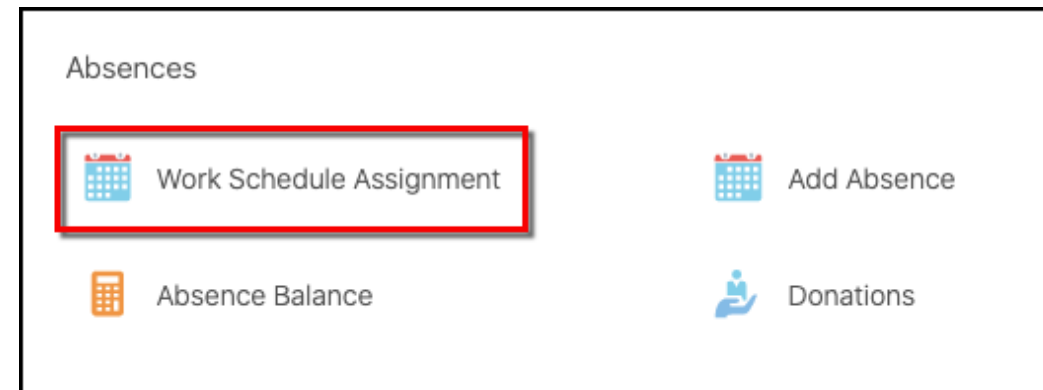


1. Click **My Team**
2. Click **Show More**



3. Under the **Absences** section, click **Work Schedule Assignment**

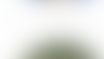
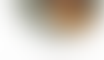
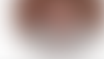


- Click on the **name** of the direct report whose schedule you will be updating or use the **search** field to locate the desired individual first

Work Schedule Assignment

Search for a Person

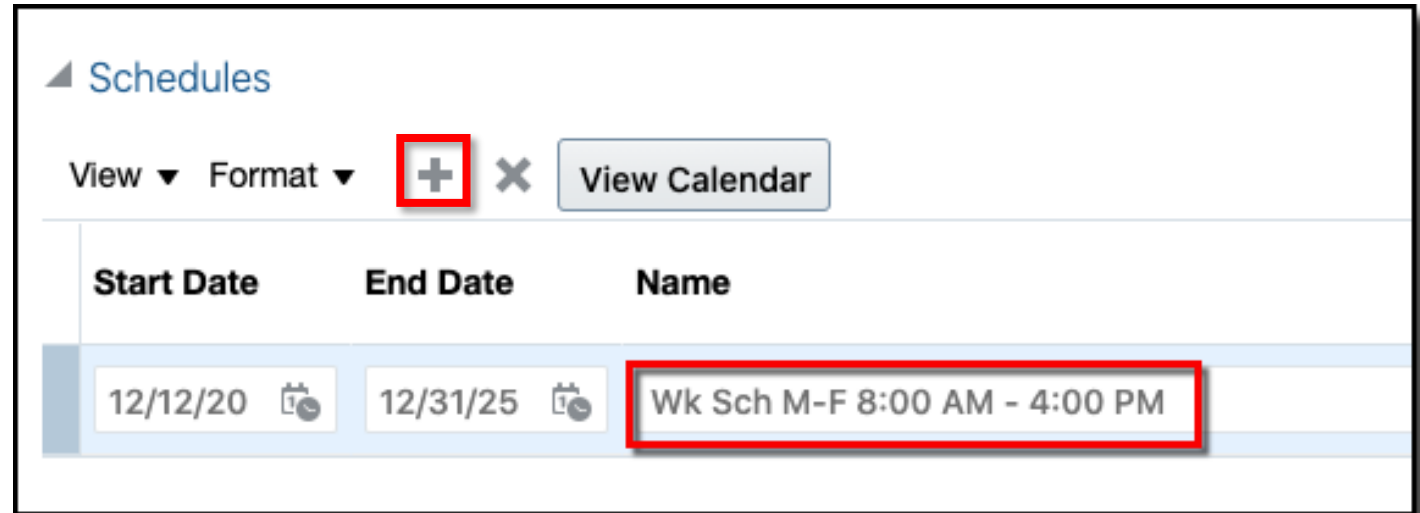
Direct Reports

	Employee Name	
	Employee Name	
	Employee Name	
	Employee Name	
	Employee Name	
	Employee Name	

Note: Unless the actual schedule for an employee is known, a standard schedule is automatically assigned. Managers can change the existing schedule if the standard schedule is not accurate.

Note: To add a new schedule, click the **+** button to add a new row then select the right schedule.

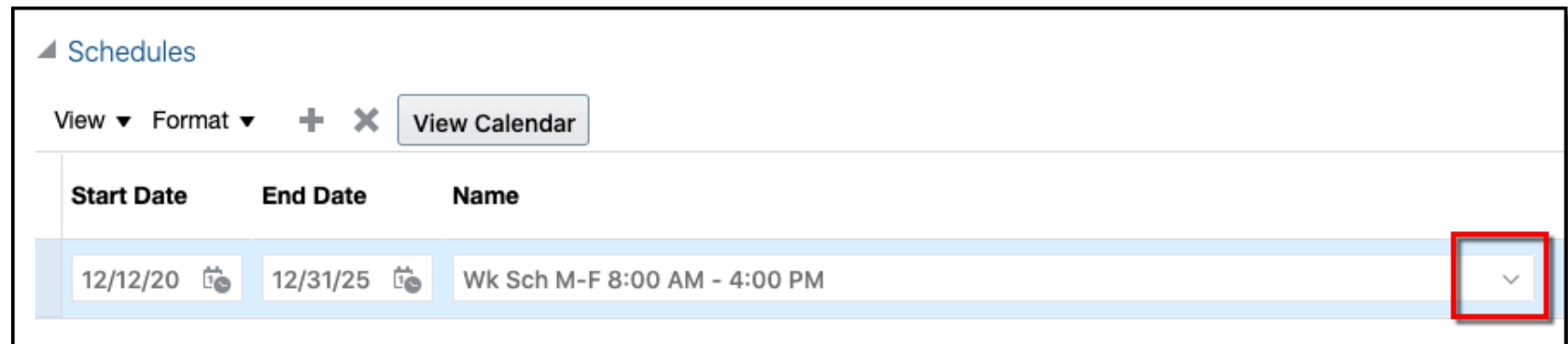
5. To change an assigned schedule for an employee, click the down arrow in the **Name** field.



▲ Schedules

View ▼ Format ▼ **+** × View Calendar

Start Date	End Date	Name
12/12/20 	12/31/25 	Wk Sch M-F 8:00 AM - 4:00 PM



▲ Schedules

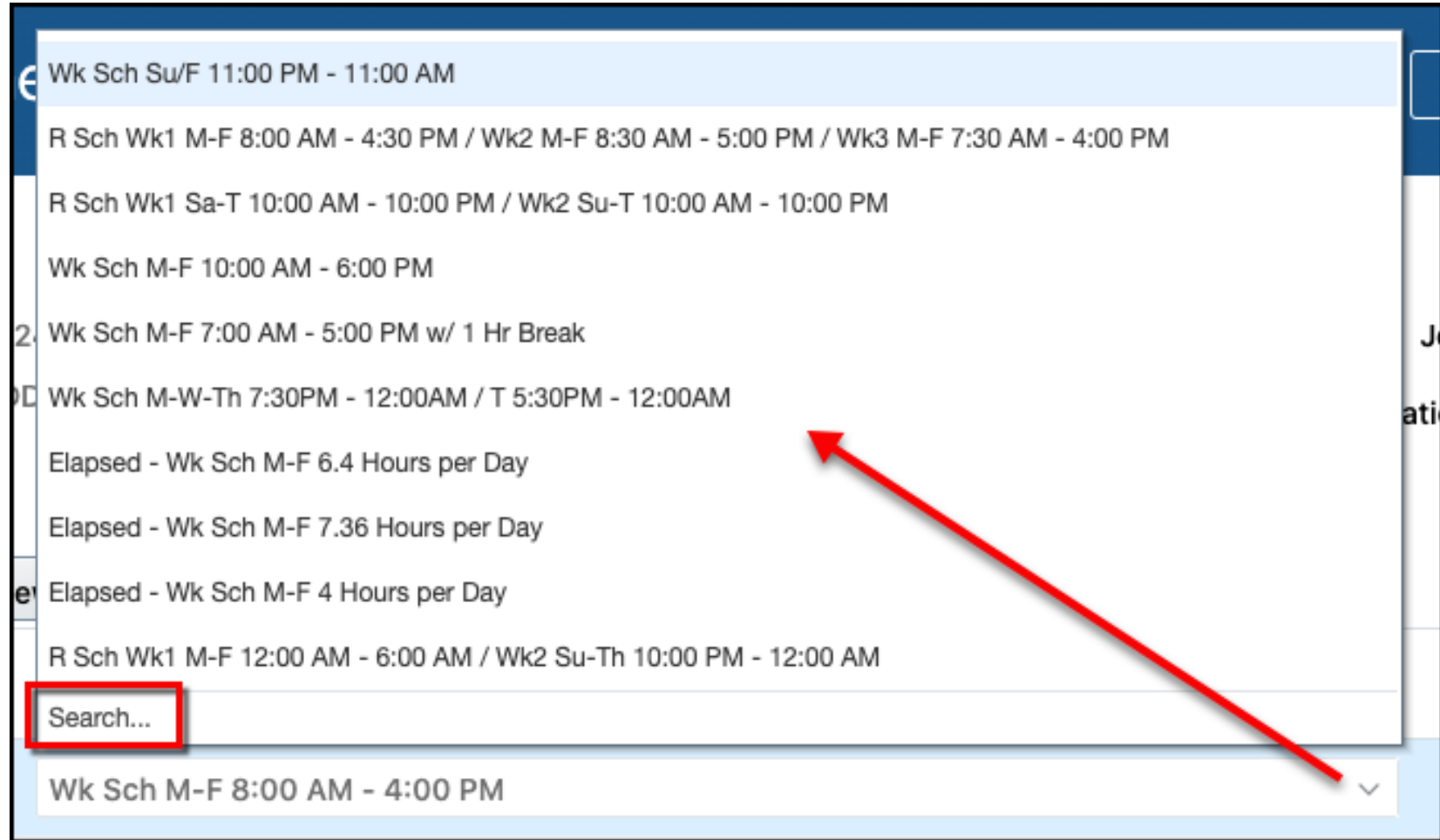
View ▼ Format ▼ + × View Calendar

Start Date	End Date	Name
12/12/20 	12/31/25 	Wk Sch M-F 8:00 AM - 4:00 PM 

Note: A condensed list of schedules is displayed.

6. If the schedule you are looking for is displayed, simply click the desired **schedule**.

If the schedule you are looking for is not displayed, click **Search**

A screenshot of a software interface for assigning employee schedules. The interface has a blue header bar. Below it, a list of schedule options is displayed in a white box with a blue border. The list includes several entries, some with week-specific details. At the bottom of the list, there is a search bar with the placeholder text 'Search...'. A red rectangular box highlights the search bar, and a red arrow points from the bottom right towards it. The list of schedules includes:

- Wk Sch Su/F 11:00 PM - 11:00 AM
- R Sch Wk1 M-F 8:00 AM - 4:30 PM / Wk2 M-F 8:30 AM - 5:00 PM / Wk3 M-F 7:30 AM - 4:00 PM
- R Sch Wk1 Sa-T 10:00 AM - 10:00 PM / Wk2 Su-T 10:00 AM - 10:00 PM
- Wk Sch M-F 10:00 AM - 6:00 PM
- 2. Wk Sch M-F 7:00 AM - 5:00 PM w/ 1 Hr Break
- Wk Sch M-W-Th 7:30PM - 12:00AM / T 5:30PM - 12:00AM
- Elapsed - Wk Sch M-F 6.4 Hours per Day
- Elapsed - Wk Sch M-F 7.36 Hours per Day
- e' Elapsed - Wk Sch M-F 4 Hours per Day
- R Sch Wk1 M-F 12:00 AM - 6:00 AM / Wk2 Su-Th 10:00 PM - 12:00 AM
- Search...
- Wk Sch M-F 8:00 AM - 4:00 PM

7. To search for **elapsed schedules**, clear the assigned schedule from the **Name** field
8. Click the **Type** drop-down arrow
9. Select **Elapsed**
10. Click **Search**
11. Select the desired **Elapsed schedule**
12. Click **OK**

Note: All the schedules displayed begin with Elapsed, indicate the scheduled days of the week, and the total hours worked per day.

Note: Contact Payroll if you are not able to locate the desired schedule.

Search and Select: Schedule

Search

Advanced

** At least one is required

** Name

** Type

Elapsed

** Category

** Effective from Date

m/d/yy

** Effective to Date

m/d/yy

Search

Reset

Name
Elapsed - Wk Sch M-F 6.4 Hours per Day
Elapsed - Wk Sch M-F 7.36 Hours per Day
Elapsed - Wk Sch M-F 4 Hours per Day
Elapsed - Wk Sch M-F 4.8 Hours per Day
Elapsed - Wk Sch M-F 6.32 Hours per Day
Elapsed - Wk Sch M-F 8 Hours per Day
Elapsed (0.5 FTE) - Wk Sch M-F 4 Hours per Day

OK

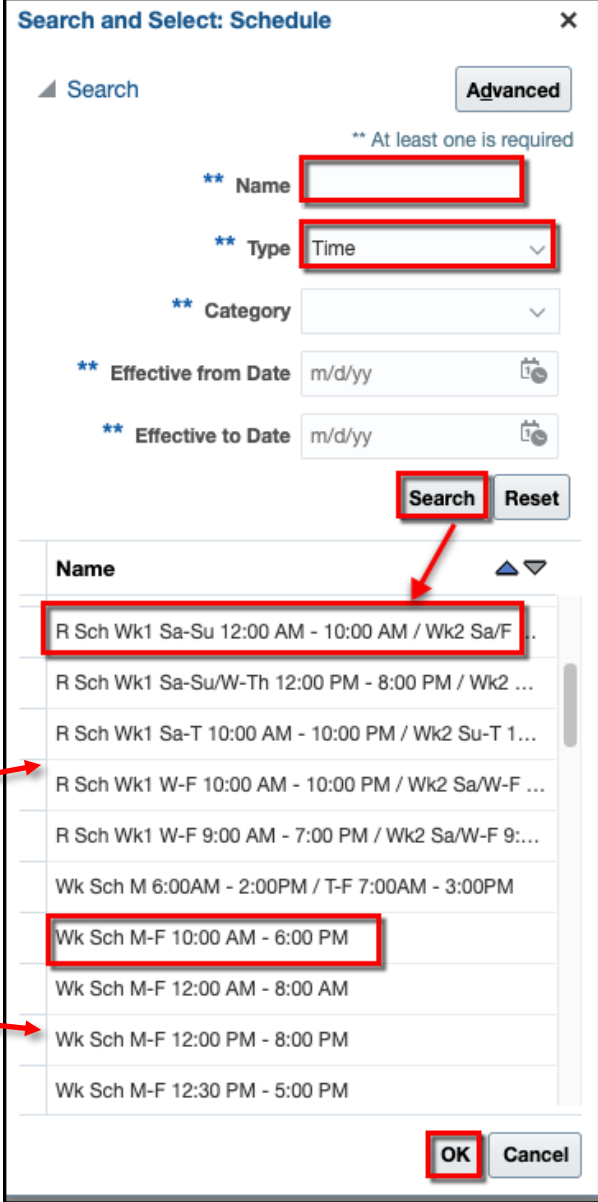
Cancel

Note: Staff with Punch timecards can have either Elapsed or Punch schedules but staff with Elapsed timecards can ONLY have Elapsed schedules or the system will show errors on the timecard.

7. To search for **punch schedules**, clear the assigned schedule from the **Name** field
8. Click the **Type** drop-down arrow
9. Select **Time**
10. Click **Search**
11. Select the desired **punch schedule**
12. Click **OK**

Note: Schedules displayed that begin with “**R**” indicate rotating schedules from week 1 to week 2.

Schedules that begin with “**Wk**” indicate punch schedules for different days of the week, shift times, and break times.



Search and Select: Schedule

Search **Advanced**

** At least one is required

** Name

** Type **Time**

** Category

** Effective from Date m/d/yy

** Effective to Date m/d/yy

Search **Reset**

Name
R Sch Wk1 Sa-Su 12:00 AM - 10:00 AM / Wk2 Sa/F ...
R Sch Wk1 Sa-Su/W-Th 12:00 PM - 8:00 PM / Wk2 ...
R Sch Wk1 Sa-T 10:00 AM - 10:00 PM / Wk2 Su-T 1...
R Sch Wk1 W-F 10:00 AM - 10:00 PM / Wk2 Sa/W-F ...
R Sch Wk1 W-F 9:00 AM - 7:00 PM / Wk2 Sa/W-F 9:...
Wk Sch M 6:00AM - 2:00PM / T-F 7:00AM - 3:00PM
Wk Sch M-F 10:00 AM - 6:00 PM
Wk Sch M-F 12:00 AM - 8:00 AM
Wk Sch M-F 12:00 PM - 8:00 PM
Wk Sch M-F 12:30 PM - 5:00 PM

OK **Cancel**

Note: Contact Payroll if you are not able to locate the desired schedule.

13. After the new schedule has been selected, click **Review**

Schedule Assignment ?

Actions

Printable Page

Review

Save

Submit

Cancel

Hide

Assignment Number

E5794

Department

CSDD Residential

Job

RESIDENT TECH RELIEF

Location

Jolly

Schedules

View

Format

+

×

View Calendar

Start Date	End Date	Name	Effective from Date	Effective to Date	Category	Primary
12/12/20	12/31/25	Wk Sch M-F 3:00 PM - 11:00 PM	5/16/20	12/31/25		Yes

Note: You might need to expand the columns on the page in order to have a better view of the schedule(s).

To do this, position your cursor in between the columns as indicated in the image then drag the columns to the right.

Attribute	Current Value	Proposed Value	⊕
Name	Wk Sch M-F 8:00 AM - 4:00 PM	Wk Sch M-F 3:00 PM - 6:00 PM	
Effective Start Date	5/16/20	5/16/20	
Effective End Date	12/31/25	12/31/25	
Category			
Start Date	12/12/20	12/12/20	
End Date	12/31/25	12/31/25	
Primary	Y	Y	

14. Review the **Proposed Value** which is the new schedule being assigned
15. When satisfied with the new schedule selection, click **Submit**

End of Procedure

Printable Page
Back
Save
Submit
Cancel

▲ Changed Schedule and Exception

View ▼  Detach

Schedule Name	Type	Attribute	Current Value	Proposed Value
▲ Wk Sch M-F				
Schedule				
		Name	Wk Sch M-F 8:00 AM - 4:00 PM	Wk Sch M-F 3:00 PM - 11:00 PM
		Effective Start Date	5/16/20	5/16/20
		Effective End Date	12/31/25	12/31/25
		Category		
		Start Date	12/12/20	12/12/20
		End Date	12/31/25	12/31/25
		Primary	Y	Y